



AVLF creates safe and stable homes and families by inspiring attorneys to fight for equal justice. AVLF is the largest provider of pro bono legal services in Greater Atlanta. For over 35 years, we have promoted access to justice by inspiring volunteer attorneys to provide high-quality education, advocacy, and representation at no charge to low-income families with basic civil legal needs at critical times in their lives. Our programs include services for domestic violence survivors, landlord/tenant disputes, evictions, unpaid wages, and probate issues.

AVLF seeks two new staff attorneys, one to begin in May 2017 and the other to begin in June 2017. The two positions have some overlapping responsibilities and qualifications, but differ in other important ways. AVLF asks applicants to specify in their application materials which position they are primarily interested in and whether they would consider the other position as well.

STAFF ATTORNEY – HOUSING PROGRAM MANAGER – to begin in May 2017

AVLF's Safe & Stable Homes Project seeks a Housing Program Manager with a passion for helping low-income individuals obtain legal assistance.

PRIMARY RESPONSIBILITIES

The Housing Program Manager will be based in AVLF's main office in Peachtree Center and will be primarily responsible for the day-to-day management of the Saturday Lawyer Program and the Eviction Defense Program, with opportunities for growth and additional responsibilities. Specific responsibilities include:

- Playing a central role in supporting and advancing AVLF's housing programs throughout Fulton and Clayton Counties;
- Providing "day-of" management of the Saturday legal clinic on the majority of Saturday mornings throughout the year;
- Recruiting and training volunteer attorneys, paralegals and other litigation support professionals for the Saturday Lawyer and Eviction Defense Programs;
- Providing excellent service and support to program volunteers, including responding to regular questions, requests for litigation support, attending court with volunteer attorneys as requested, and dealing with case-related challenges as they occur;
- Ensuring excellent service to program clients and potential clients, including providing advice and explanations of case acceptances and denials as needed;
- Serving as a back-up for legal questions from paralegal staff, particularly related to housing and wage and hour issues;
- In urgent matters where no referral source is available, and in certain cases where no referral is possible/advisable because of conflicts, etc., directly representing eligible clients;

- Assisting with the management of additional programming as needed, including the Dollars for Judgments Program and the Low Income Creditor Assistance Project;
- Representing AVLf in the community across a wide spectrum of settings and constituencies;
- Organizing and presenting outreach and “Know Your Rights” presentations with our community partners;
- Supporting AVLf as requested by the Safe & Stable Homes Project Director and the Deputy and Executive Directors.

QUALIFICATIONS

- Licensed attorney in good standing, licensed to practice law in Georgia, with at least five (5) years of relevant legal experience.
- Previous litigation experience representing tenants and/or representing low-income clients will be given strong preference.
- Demonstrated commitment to social justice and legal services to low-income individuals and/or communities, whether through pro bono work or otherwise.
- Outstanding written and verbal communication skills, including experience and comfort with public speaking.
- Experience with volunteer recruitment and management.
- Demonstrated ability to interact effectively with people of all ages and cultural backgrounds, including communicating with our diverse constituencies - from law firm partners to potential clients.
- Excellent interpersonal skills, including a sense of humor.
- Strong attention to detail and organizational skills, and equally strong analytical legal skills.
- Team player with the ability to both lead and follow.
- Ability to handle multiple tasks and problem solve in a demanding and changing environment.
- Proficiency or fluency in Spanish not required but will be given strong preference.
- Comfortable learning and working with new technology and proficient in Microsoft Word, Outlook and Excel (experience with database management, and Salesforce specifically, is a plus).

SALARY/BENEFITS: Dependent upon experience and qualifications. This is a full-time position with generous fringe benefits. **To Apply: email resume, cover letter, and writing sample to:** Cole Thaler, Safe & Stable Homes Project Director, at cthaler@avlf.org. **SUBJECT LINE MUST READ HOUSING PROGRAM MANAGER. ALL APPLICATIONS MUST BE RECEIVED BY THE CLOSE OF BUSINESS ON THURSDAY, MARCH 30, 2017.**

AVLf is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. AVLf is committed to building a diverse staff and strongly encourages applications from people of color, people with disabilities, and LGBTQ people.